



EasyIEP Desktop Monitoring Procedures for Special Populations

The purpose of this document is to provide procedural information regarding the uploading of student records in EasyIEP for the purpose of IEP monitoring. The student record documents outlined below are required through the Tennessee Department of Education's Web-Based Monitoring System (WBMS). These procedures cover the following:

- [School Responsibilities](#)
 - [Current IEP](#)
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 - [Initial Documents](#)
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School Responsibilities

Each authorized charter school is responsible for completing, uploading, and maintaining all documentation for students receiving special education services. Documentation should be translated, if necessary. Each school shall be required to keep current student records on file in EasyIEP. The following documents should be scanned and uploaded, with appropriate signatures where needed:

Current IEP. The following documentation shall be uploaded and available for review in EasyIEP from a student's current IEP:

- (1) Invitation Letter
 - (a) Documentation that the most recent invitation was received by a student's parent(s)/guardian(s) at least ten (10) days prior to the meeting date. The ten (10) days, which must pass before the meeting may be convened, may be waived by the parent (with documentation) after the parent has received notice that the charter school wants to convene an IEP meeting. If a waiver is obtained, the meeting may be held prior to the expiration of the ten (10) days. If parent(s)/guardian(s) choose to waive the ten (10)-day notice, documentation of this waiver must be noted on the invitation letter.
- (2) Prior Written Notice
 - (a) Written notice must be given to the parent(s)/guardian(s) of the student for whom the IEP meeting has been convened ten (10) days before the charter school proposes or

refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The ten (10)-day notice requirement may be waived by the parent(s)/guardian(s). The notice provides the parent(s)/guardian(s) a comprehensive overview of the changes and affords them time and opportunity to express additional questions and/or concerns or seek resolution before any action is taken.

(3) Current IEP Signature Page

(a) Following the agreement of an IEP, the IEP shall be signed by the following individuals:

- (i) Parent(s)/Guardian(s);
- (ii) Special Education Teacher;
- (iii) Regular Education Teacher;
- (iv) LEA Representative (Principal or Director of Student Services);
- (v) School Psychologist; and
- (vi) Other service providers (if applicable).

(4) Informed Parental Consent (located in IEP Signature section)

(a) Informed consent means the following:

- (i) The parent/guardian has been fully informed of all information relevant to the activity for which consent is sought, in his or her native language, or through another mode of communication;
- (ii) The parent/guardian understands and agrees in writing to the carrying out of the activity for which his or her consent is sought, and the consent describes that activity and lists the records (if any) that will be released and to whom; and
- (iii) The parent/guardian understands that the granting of consent is voluntary on the part of the parent/guardian and may be revoked at any time.

(5) Progress Reports

(a) IEP Progress Reports are semesterly or quarterly documents that provide a detailed narrative with data-based descriptions and percentage of progress made toward mastery for each annual goal. Progress reports shall be generated by the school and tracked with progress monitoring data taken weekly or bi-weekly.

(b) IEP Progress Reports shall be created and sent home with students within two (2) weeks following the end of each reporting period. A copy of each IEP Progress Report should be put in the student's cumulative folders at the same time they are sent home.

(6) TCAP Alt-Signature Page (if applicable)

(7) Functional Behavioral Assessment (FBA) and/or Behavior Intervention Plan (BIP) (if applicable)

(8) Documentation of IEP Review by other teachers not in attendance (IEP Signature section)

(a) All IEPs shall be reviewed by the student's teachers, if the teachers were not in attendance at the IEP meeting. This means any person(s) who did not attend the IEP meeting but is going to implement the IEP needs to sign the last page of the IEP after reviewing the IEP. On the EasyIEP documents, this is stated as "Documentation of IEP Review of Other Teachers Not in Attendance".

Current Evaluation(s) and Eligibility Report. The following documentation shall be uploaded and available for review in EasyIEP from a student's current evaluation and eligibility report. This may be either the initial evaluation or the re-evaluation, depending on which one is the current document. This documentation is used to certify a disability, such as the Psychological Report, Speech/Language Report(s), or Reevaluation Summary (if applicable).

(1) Invitation Letter

- (a) Documentation that the most recent invitation was received by a student's parent(s)/guardian(s) at least ten (10) days prior to the meeting date. The ten (10) days, which must pass before the meeting may be convened, may be waived by the parent (with documentation) after the parent has received notice that the charter school wants to convene a meeting. If a waiver is obtained, the meeting may be held prior to the expiration of the ten (10) days. If parents choose to waive the ten (10)-day notice, documentation of this waiver must be noted on the invitation letter.

(2) Prior Written Notice for evaluation

- (a) Written notice must be given to the parent(s)/guardian(s) of the student for whom the meeting has been convened ten (10) days before the charter school proposes or refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education. The ten (10)-day notice requirement may be waived by the parent(s)/guardian(s). The notice provides the parent(s)/guardian(s) a comprehensive overview of the changes and affords them time and opportunity to express additional questions and/or concerns or seek resolution before any action is taken.

(3) Eligibility Report (with signatures)

- (a) Eligibility shall be determined by a group of at least two (2) qualified professionals, including the interpreter of test results. At least two (2) professionals on the assessment team, including the interpreter of results, should sign the eligibility report. The parent must agree and sign the eligibility report (for initial eligibility).

(4) Eligibility/Assessment Packet (supporting documentation for eligibility)

Initial Documents. If the Current Evaluation is also the Initial Evaluation, the charter school shall copy the forms above and ensure they are located in both sections of EasyIEP. All of the following documents must have a parent/guardian signature:

- (1) Prior Written Notice of Initial Evaluation
- (2) Consent for Initial Evaluation
- (3) Prior Written Notice for Initial IEP Meeting
- (4) Consent for Initial Placement (IEP signature page from the initial IEP)

Transition Documents. The following transition documents are required for students ages 14 & older:

- (1) Student Invitation to Meeting
- (2) Invitation of Outside Agency (if applicable)
- (3) Permission to Invite Outside Agency (if applicable)

Other Documents (if applicable). If necessary, the following documents should be uploaded to EasyIEP:

- (1) Medical Documentation (diagnoses should be supported by proper documentation)
- (2) Homebound Documentation (thirty (30)-day review of placement & medical documentation)

Expectations for Adding Documents throughout Year:

- Documents will only need to be uploaded for each student one (1) time.
- Signed and finalized copy of IEP/addendum is added the day of the IEP meeting, or as soon as all of the signatures are obtained.
- Progress reports are added within two (2) weeks of end of reporting period.
- When new documents are created, existing documents should be moved to the next applicable section of the IEP (i.e., Current IEP moved to Previous IEP section and Previous IEP moved to the Old Evaluation & Eligibility Document section)

End of Year Responsibilities. Authorized schools must make sure all IEP files are in compliance, on file at the school, and scanned into EasyIEP before recessing for the year. Please reference the [Special Education Department Closing of School Directions](#) at the end of this document for an example monitoring form.

LEA Responsibilities

EasyIEP Monitoring. The State Board shall monitor compliance through a desktop audit of randomly selected student files to ensure schools maintain the proper documentation in EasyIEP. The State Board shall utilize the [Special Education Desktop Monitoring Checklist](#) contained within these operating procedures to ensure all documents and signatures are accounted for. If proper documentation is not uploaded into EasyIEP, the State Board shall notify the appropriate parties utilizing the [Missing EasyIEP Documentation Memo](#).

- (1) EasyIEP monitoring will occur prior to the beginning of the school year, as well as once per quarter. Additional monitoring may occur as needed.

Obtaining Student Records. Once a student enrolls in the charter school, the school shall immediately request the student's records from the student's previous school. The school shall then follow the procedures below to obtain documentation and official records for special education students:

- (1) Determine if the child received special education services from previous district.
 - (a) Ask the parent(s)/guardian(s).
 - (b) Check the registration form/records brought by the student/family.
 - (c) Contact the student's last known school/district.
- (2) Contact the school from which the student is transferring and the Special Education Lead Teacher at that school to inform them a child receiving services is enrolling in your school.
- (3) When the records arrive, the principal must follow the same procedures to review the cumulative record as a general education student. Additionally, the principal must notify the following individuals that a special education student has enrolled:
 - (a) Special Education Supervisor;



- (b) Special Education Teacher; and
- (c) Diagnostician (typically the Psychologist or Speech/Language Pathologist).

For questions regarding the compliance monitoring process or document uploading procedures, please contact the State Board of Education.



Forms and Appendices

The following forms and appendices are included to supplement these procedures:

- [Special Education Desktop Monitoring Checklist](#) – *required*
- [Missing EasyIEP Documentation Memo](#) – *required, if applicable*
- [Special Education Department Closing of School Directions](#) – *sample template*



Special Education Desktop Monitoring Checklist

Student: _____ Date: _____ Monitor Initials: _____
 Primary/Secondary Disability: _____ IEP Due Date: _____ Re-evaluation Due Date: _____

1. Current Year IEP	Check if fulfilled
Invitation for Meeting <i>OR</i> Documentation of Waiver	
Prior Written Notice	
IEP Signature Page	
Informed Parental Consent (IEP signature section)	
Current Year Progress Reports	1 2 3 4
TCAP Alt-Signature Page (<i>if applicable</i>)	
Functional Behavioral Assessment (FBA) and/or Behavioral Intervention Plan (BIP), <i>if applicable</i>	
Documentation of IEP review by other teachers not in attendance (IEP signature section)	

2. Current Evaluation(s) and Eligibility Report	
Invitation for Meeting	
Prior Written Notice	
Eligibility Report (with signatures)	

3. Initial Documents*	
Prior Written Notice for Initial Evaluation	
Consent for Initial Evaluation	
Prior Written Notice for Initial IEP Meeting	
Consent for Initial Placement (IEP signature page from the initial IEP)	

** If the Current Evaluation or Previous Evaluation was also the Initial Evaluation, you will need to copy the forms above and ensure they are located in both sections in EasyIEP.*

4. Transition Documents (ages 14 & older)	
Student Invitation to Meeting	
Invitation of Outside Agency (<i>if applicable</i>)	
Permission to Invite Outside Agency (<i>if applicable</i>)	

5. Other Documents (<i>if applicable</i>)	
Medical Documentation	
Homebound Documentation	



Missing EasyIEP Documentation Memo

To:

From:

Date:

Re: Special Education EasyIEP Monitoring – Missing Documentation

Missing EasyIEP Documentation

This memo is to make notice of missing documents in (student name) 's EasyIEP file. The State Board completed compliance monitoring of these files on (date) and found that the following files are missing: (file name) .

Please scan and upload these files into EasyIEP from the student's cumulative file by (date) .

If you have questions, please contact the State Board of Education.



Special Education Department End-of-Year Closeout

Before leaving for the year, the following items MUST be done:

1. IEP Desktop Monitoring Checklist is completed.

Date Verified: _____ Initials: _____

2. All IEPs are current in EasyIEP (green check marks or yellow triangles).

Date Verified: _____ Initials: _____

3. IEP file folders are in order according to the charter school's filing system.

Date Verified: _____ Initials: _____

4. Current student roster (printout) has been received by the school office.

Date verified: _____ Initials: _____

5. All IEP folders are turned into your building office manager and stored in a central location with copy of roster in bin.

Date verified: _____ Initials: _____

6. Return all materials to the SPED office.

- Brigance
- Woodcock Johnson Brief
- Any additional materials

Turn in completed form to principal during checkout. You will not be allowed to checkout without completed form.

Teacher Name: _____

Personal Phone Number: _____

Personal E-mail Address: _____

Building: _____

Principal Signature: _____